



# CAREER OPPORTUNITY

## ANNOUNCEMENT

Office of Inspector General

**ANNOUNCEMENT#:** 03-4113-07

**OPEN:** 6/5/03

**CLOSE:** 6/26/03

**POSITION:** Criminal Investigator, GS-1811-11/12/13

**MINIMUM STARTING SALARY:** GS-11, \$50,209 per annum  
GS-12, \$60,177 per annum  
GS-13, \$71,560 per annum  
(salary range does not include availability pay of 25%)

**LOCATION:** Office of Inspector General, Investigations Division, New York, NY

**TYPE OF APPOINTMENT:** Permanent

**WORK SCHEDULE:** Full-Time

**COMPETITIVE STATUS REQUIRED:** Yes

**WHO MAY APPLY:** Any U.S. citizen with competitive status may apply.

**PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED**

### **DUTIES AND RESPONSIBILITIES:**

The incumbent of this position will serve as a criminal investigator and, as such, will be responsible for planning and conducting complex investigations of possible criminal violations including fraud against the government, conspiracy, and corruption. The incumbent will examine records, books, payrolls, reports, and correspondence; conduct interviews of witnesses and subjects; and utilize other standard investigative techniques. The incumbent will work closely with the Department of Justice in preparing cases for trial and will testify before grand juries and at trials, as necessary.

### **QUALIFICATION REQUIREMENTS:**

The following is an excerpt from the Qualification Standards Handbook. As indicated in the Qualification Standards Handbook, education may be substituted for experience at the GS-11 grade level. Applicants qualifying based on education must have a Ph.D or equivalent doctoral degree or 3 years of higher level graduate education leading to such a degree or LL.M, if related. Candidates applying at the GS-12/13 level, must have at least one year of specialized experience, that is equivalent to the next lower grade in the Federal service. Specialized experience must have been in criminal investigative work and must include initiating and performing investigations. This experience must demonstrate initiative, resourcefulness, tact, and discretion. Time-in-grade requirement applies. Applicants must meet the time-in-grade requirement within 45 days of the closing date of the vacancy announcement.

### **MEDICAL REQUIREMENTS:**

The duties of the incumbent require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, waist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of

typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 30 decibels at 500, 1000, and 2000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself or others is disqualifying.

### **QUALITY RANKING FACTORS USED IN THE RATING PROCESS:**

Applicants who meet the minimum qualification requirements will be ranked on the following quality ranking factors (QRF). Your ranking will be used to determine if you will be referred to the selecting official. Applicants must submit a narrative description of their experience, education, training, etc., relative to each QRF. Be specific and limit responses to no more than one page per factor. Applications submitted without the QRFs will not receive further consideration. Please provide information in the following order:

1. Knowledge of generally accepted criminal investigative standards and techniques.
2. Knowledge of Federal criminal law and Federal Rules of Criminal Procedure and Evidence.
3. Skill in conducting investigations involving financial crimes.
4. Ability to prepare clear and accurate written reports on investigative matters.
5. Ability to provide effective oral briefings on investigative matters.

### **EVALUATION PROCEDURES:**

Quality Ranking Factors (all applicants) (Applications will not be rated and ranked if QRFs are not submitted)

Training completed in the last 5 years

Awards received in the last 3 years

Your most recent performance rating of record

### **THE FOLLOWING COMPLETED FORMS ARE REQUIRED:**

- You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you may lose consideration for the job. You must also submit:
- Supplemental statement addressing the knowledge, skills and abilities.
- Optional Form 306, Declaration for Federal Employment.
- Your most recent performance appraisal, if you are a current Federal employee.
- Your most recent SF 50, Notification of Personnel Action, if you are a current or former Federal employee.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty. If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and proof required by that form. The SF 15 is available at <http://www.opm.gov/forms/html/sf/htm>.

### **COMPLETED FORMS SHOULD BE SUBMITTED TO:**

Office of Inspector General  
Small Business Administration  
409 Third Street, S. W. - Suite 7150  
Washington, D.C. 20416  
Attn: Ms. Betty Mackall  
(202) 205-6580

### **CONDITIONS OF EMPLOYMENT:**

- Candidates must satisfy medical requirements established for Criminal Investigators.
- If this would be the candidate's initial appointment to the 1811 Criminal Investigator series, successful completion of

- Satisfactory completion of a full field background investigation is required.
- Appointment to this position is subject to negative drug test results.
- This position is covered under the special retirement provision for Law Enforcement Officer and Firefighter, therefore, the maximum age for initial appointment to the 1811 series is 37 years of age.

### **OTHER FACTS PERTINENT TO THE POSITION:**

- This position may require extensive travel.
- Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/bli.htm> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan. Status applicants who wish to be considered under both procedures, must submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only. Candidates must submit an application for each grade level for which they wish to be considered. Please do not submit official position descriptions in lieu of narrative statements of experience.
- Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, etc.) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures, must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), and <http://www.usajobs.opm.gov/ei52.htm> (veterans).
- Individuals who do not have competitive status and who are not eligible under a special appointing authority will be considered under competitive examining procedures only.
- Veteran preference only applies to applicants applying under competitive examining procedures. Information about veteran preference is available at <http://www.usajobs.opm.gov/ei3.htm>.
- If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/html/egct.htm#ICTAP> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.
- If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF, or retiring under the discontinued service retirement option, you must also submit a copy of a Notification of Personnel Action (SF 50) that shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.
- If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.
- To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the positions, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors (knowledge, skills, and abilities).

- If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.
- The Defense Authorization Act of November 18, 1997, extends 5-point preference to veterans who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992 (if service requirements were met and discharge was honorable). Preference will also be granted if you entered the military service prior to October 14, 1976, or served in a military action for which you received a campaign badge or expeditionary medal. However, you may be entitled to 10 point veteran preference if you are a disabled veteran; you have received a purple heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow or widower or the mother of a deceased veteran. Proof of your eligibility for veteran's preference must be provided at the time of the application.
- The Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Betty Mackall, Human Resources Specialist, at 202-205-7372 (telephone), 202-205-7382 (fax), or (email) [betty.mackall@sba.gov](mailto:betty.mackall@sba.gov). If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- An individual selected from a competitive register must serve a 1-year probationary period and may be terminated because work performance or conduct during this period fails to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).
- If selected, you will be required to provide documents proving that you are eligible to work in the U.S.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.
- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.

### **OPTIONS IN APPLYING FOR THIS POSITION:**

1. You may mail your application to the following address: Small Business Administration, 409 Third Street SW, Suite 7150, Office of Inspector General, Washington, DC 20416, ATTN: Betty Mackall. All applications must be received by the closing date in order to receive consideration.
2. Applicants are strongly encouraged to apply for this position by E-mail: [OIG@SBA.GOV](mailto:OIG@SBA.GOV) or by fax on 202-205-7382. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
3. You may submit your application in person at the address above.

Personally delivered, e-mailed or faxed applications must be received by close of business on the closing date of the announcement. We are not responsible for errors in fax or e-mail.

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